

Grant Request Form for Teachers

- Complete the grant form.
- Attach all documentation and receipts (if applicable).
- Submit the form and all documents to the principal for initial authorization. Grant will then be forwarded to the treasurer.
- PTO Board will discuss at next scheduled meeting or sooner if needed to approve.
- Staff member will be notified of PTO Boards decision in a timely manner.

Any questions please email peasleeppto@yahoo.com

Teacher Name: _____ Grade/Special: _____

Activity/Event (If applicable): _____

Vendor Name (If applicable): _____

Supplies Needed (If applicable): _____

Amount Requested: \$ _____ Is this a reimbursement?: Yes / No

Date Check Needed: _____ Check Payable to: _____

Please attach any supporting documentation and receipts if applicable.

Approvals:

Principal: _____ Date: _____

Treasurer: _____ Date: _____

Chair: _____ Date: _____

Check # _____ Amount: \$ _____ Date Issued: _____